City of Murrieta

Emergency Services Manager

SALARY	$63.05 - $76.63 Hourly $5,044.00 - $6,130.40 Biweekly $10,928.67 - $13,282.53 Monthly $131,144.00 - $159,390.40 Annually	**LOCATION**	Murrieta Fire Department, CA
JOB TYPE	Full-Time	**JOB NUMBER**	2026-44
DEPARTMENT	Murrieta Fire & Rescue	**DIVISION**	Fire Administration
OPENING DATE	10/26/2026	**CLOSING DATE**	11/16/2026 11:59 PM Pacific
FLSA	Exempt	**BARGAINING UNIT**	MPC

Description and Essential Functions



Connected by Amazing Employees

The City of Murrieta is accepting applications for the position of Emergency Services Manager to fill one (1) current vacancy in our Fire Department. The eligibility list established may be used to fill upcoming vacancies within this classification for up to one (1) year.

DESCRIPTION

Under administrative direction, the Emergency Services Manager plans, organizes, directs, and manages the City's emergency management program, including Emergency Operations Center (EOC) readiness and disaster preparedness, mitigation, response, recovery, and continuity of operations; serves as EOC Manager during activations; administers the City's emergency plans, emergency management grants, and emergency notification and warning systems; provides professional guidance and technical expertise to City leadership and departments; serves as the City's primary liaison to regional, State, and federal emergency management partners; assists with community risk reduction programs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Fire Chief or designee. Exercises functional and technical direction over City staff assigned to the EOC during activations and exercises, Community Emergency Response Team (CERT) volunteers, and contractors. May exercise direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is a management-level classification responsible for the planning, development, administration, and oversight of the City's comprehensive emergency management program. The position provides Citywide leadership and coordination for disaster preparedness, emergency planning, hazard mitigation, EOC readiness and operations, emergency response coordination, disaster recovery, continuity of operations, training and exercises, community preparedness, and related programs. The incumbent serves as the City's principal emergency management official.

This classification is responsible for the City's emergency management program, including EOC operations during activations, the City's emergency plans, and disaster cost recovery. It is distinguished from the sworn Fire management classifications in that it is a non-sworn classification focused on Citywide emergency management rather than fire suppression or fire prevention operations.

ESSENTIAL FUNCTIONS

Management reserves the right to add, modify, or remove job duties as necessary and will make reasonable accommodations consistent with the Americans with Disabilities Act (ADA) and California Fair Employment and Housing Act (FEHA) to enable qualified individuals to perform the position's essential functions. The omission of a specific duty does not preclude it from being assigned if it is similar, related, or logically aligned with the role's overall responsibilities.

- Manages, maintains, and directs the operational readiness of the City's primary and alternate EOC facilities; serves as EOC Manager during activations; oversees EOC section staffing, operational workflows, standard operating guidelines (SOGs), equipment, and emergency communications systems
- Coordinates EOC activation, demobilization, and transitions between operational periods based on incident needs
- Develops, schedules, and conducts emergency management training programs and EOC exercises for City executive staff, department heads, City employees, and external partner agencies; ensures Citywide employee compliance with Standardized Emergency Management System (SEMS), National Incident Management System (NIMS), and Incident Command System (ICS) training standards
- Evaluates training and exercise outcomes, identifies operational gaps, and develops recommendations to improve Citywide emergency preparedness and response capabilities
- Coordinates with department leadership to ensure personnel understand and are prepared to fulfill their assigned emergency management and EOC responsibilities
- Directs the preparation, review, and required periodic updates of the City's emergency plans, including the Emergency Operations Plan (EOP), Emergency Action Plan (EAP), Local Hazard Mitigation Plan (LHMP), Continuity of Operations Plan (COOP), evacuation plans, and related annexes; assists with updates to the General Plan Safety Element in accordance with State requirements
- Coordinates with City departments and partner agencies to maintain current and effective emergency management plans
- Serves as the City's program administrator and lead user for emergency management technology, including the EOC information management system, evacuation zone mapping and management tools, the Integrated Public Alert and Warning System (IPAWS) and Wireless Emergency Alerts (WEA), emergency radio communications, and geographic information system (GIS) tools; uses collaboration and data tools to support EOC documentation, situational awareness, and interdepartmental coordination
- Directs public disaster education programs, Community Emergency Response Team (CERT) operations, Public Safety Power Shutoff (PSPS) preparedness, and neighborhood wildfire mitigation initiatives; supports homeowner associations in obtaining Firewise USA recognition and assists the Community Risk Reduction Division in maintaining Murrieta's Fire Risk Reduction Community designation
- Identifies, applies for, and administers State and federal emergency management grants (such as the Emergency Management Performance Grant and Homeland Security Grant Program); manages the program budget; directs Federal Emergency Management Agency (FEMA) and California Governor's Office of Emergency

Services (Cal OES) Public Assistance (PA) reimbursement processes to support timely and accurate cost recovery following declared disasters
- Serves as the City's primary representative to the Riverside County Operational Area and Riverside County Emergency Management Department, Cal OES, FEMA, local school districts, healthcare coalitions, utility providers, and military installations
- Prepares and presents staff reports, plans, and recommendations to City management and the City Council
- Drives to various City facilities, incident sites, events, meetings, and other locations
- Performs related duties as assigned

Minimum Qualifications

Education and Experience

Any combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered qualifying. A typical way to obtain the required qualifications includes:

- Bachelor's degree from an accredited college or university with major coursework in Emergency Management, Homeland Security, Public Administration, Fire Protection Administration, or a closely related field; and
- Five (5) years of increasingly responsible professional experience in emergency management, disaster planning, or public safety administration with a public agency, including at least two (2) years of program management or supervisory experience

Highly Desirable

- Master's degree in Emergency Management, Homeland Security, Public Administration, Fire Protection Administration, or a closely related field

Licenses and Certifications

- Driving is an essential job function; therefore, a valid California Driver's License is required
- Certified completion, at time of hire, of ICS-100, ICS-200, ICS-300, ICS-400, IS-700, and IS-800
- Certified completion, within six (6) months of hire, of the FEMA Professional Development Series: IS-120, IS-230, IS-235, IS-240, IS-241, IS-242, and IS-244
- Certified Emergency Manager (CEM) from the International Association of Emergency Managers (IAEM) or California Professional Emergency Manager (CA-PEM) certification within twelve (12) months of appointment; maintenance of certification is a condition of continued employment

Special Requirements

Disaster Service Worker
In accordance with Government Code 3100, this position is declared to be a disaster service worker subject to such disaster service activities as may be assigned to them by their superiors or by law.

Full Background (Non-Safety Physical) (Tier 4)
Final candidates must successfully complete a comprehensive pre-employment screening process, including a full background investigation, Department of Justice Live Scan (DOJ/LS), Federal Bureau of Investigation (FBI) fingerprint clearance, and a non-safety pre-employment physical examination to ensure the ability to perform the essential functions of the position, with or without reasonable accommodation.

On-Call and Emergency Response
Must be available for on-call rotation, evening and weekend meetings, and immediate emergency recall during off-duty hours or holidays in the event of EOC activations, severe weather events, or other disasters.

Knowledge, Skills and Abilities / Physical Demands and Environmental Conditions

KNOWLEDGE OF

- Advanced principles, practices, and phases of emergency management (mitigation, preparedness, response, and recovery)
- Standardized Emergency Management System (SEMS), National Incident Management System (NIMS), and Incident Command System (ICS)
- California Emergency Services Act, Cal OES guidelines, FEMA recovery rules, State General Plan Safety Element requirements, and other applicable federal, State, and local laws and regulations

- Principles, practices, procedures, and trends of disaster preparedness and related regional protocols
- Emergency management information systems, mass notification and public alert and warning systems, emergency radio communications, and GIS applications
- Modern office practices, methods, and computer applications related to the work
- Principles and practices of public safety administration, municipal budgeting, grant management, contract administration, and staff supervision
- Principles and practices of Emergency Operations Center operations and of emergency response to natural or human-caused disasters and events
- Recent and ongoing developments, current literature, and sources of information related to emergency management
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation
- Principles and practices of adult learning and group training methods
- Research and reporting methods, techniques, and procedures
- Principles and procedures of record keeping and report preparation
- Public information and emergency public communication practices
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff

ABILITY TO

- Plan, organize, lead, direct, and coordinate multi-departmental personnel and EOC operations under high-stress emergency conditions
- Interpret, apply, and explain laws, regulations, codes, and departmental policies relating to emergency management programs and activities
- Work under pressure and potentially stressful situations
- Design and deliver emergency training, tabletop drills, and full-scale exercises for City Council, executive staff, and employees
- Recommend and implement goals, objectives, and practices for providing effective and efficient services
- Organize, develop, and implement quality assurance improvements through changes in operations, procedures, policies, or methods
- Develop, plan, coordinate, and implement a variety of disaster preparedness and fire and life safety public education programs and activities suited to the needs of the community and City
- Plan, organize, and coordinate the work of assigned staff
- Effectively provide staff leadership and work direction
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations
- Draft, update, and maintain comprehensive technical plans (EOP, EAP, LHMP, COOP, evacuation plans, and Safety Element)
- Prepare clear and comprehensive records and reports; create brochures and information packets
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare technical staff reports
- Effectively operate and manage emergency management, notification, GIS applications, and collaboration systems for EOC communications and reporting
- Prepare and administer grant applications, program budgets, and disaster cost recovery documentation
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks
- Communicate clearly, persuasively, and authoritatively with elected officials, City department heads, regulatory agencies, media, and the public
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax

PHYSICAL DEMANDS

Must possess mobility to work in standard office and EOC settings and at field and incident sites, operate computers and emergency communication consoles, drive a vehicle to various City and regional sites, and lift, carry, push, and pull equipment weighing up to 30 pounds during EOC setup or training exercises. Vision is required to read printed materials, computer screens, and maps; hearing and speech are required to communicate in person, by radio, and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, and walk on uneven surfaces at field and incident sites.

ENVIRONMENTAL CONDITIONS
Employees work primarily in a standard office environment with frequent work at the EOC, public community venues, and outdoor field incident sites where they may be exposed to inclement weather, smoke, dust, road hazards, and other conditions associated with emergency incidents. Employees may interact with upset staff and/or members of the public.

Supplemental Information

APPLICATION PROCEDURE
A City application form and resume must be submitted online. Applicants can apply online at www.MurrietaCA.gov.

SELECTION PROCESS
Candidates must clearly demonstrate through their application materials that they meet the employment standards outlined above. All properly completed applications will be reviewed, and the most qualified candidates will be invited to continue in the selection process.
The examination process may include a combination of appraisal interviews, performance tests, and writing exercises designed to evaluate the candidates' skills, training, and experience.
Successful candidates will be placed on an eligibility list. The City reserves the right to merge eligibility lists as needed.
Final selection is contingent upon successful completion of all required pre-employment requirements.

SPECIAL EMPLOYMENT REQUIREMENTS
Per the Child Abuse and Neglect Reporting Act (CANRA), this position has been identified as a Mandated Reporter. The selected candidate will be required to report known or suspected child abuse or neglect as defined by CANRA and will be required to sign a Statement Acknowledging Requirement to Report Child Abuse prior to commencing employment.

EQUAL EMPLOYMENT OPPORTUNITY
The City of Murrieta is committed to providing equal employment opportunities to all employees and applicants for employment. All employment practices such as recruitment, selection, and promotions are administered in a manner designed to ensure that employees and applicants for employment are not subjected to discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age (over 40), marital or veteran status, genetic information, gender identity, gender expression, medical condition, disability, or any other basis that is inconsistent with federal, state or local laws.

THE COMMUNITY
Located just north of San Diego County, the City of Murrieta is home to approximately 120,000 people. Central to all of Southern California, residents of Murrieta live in one of the safest cities in the U.S. With top-ranked schools, 53 parks, and 1,300 acres of parks, trails, and open space, it is consistently ranked the top place to live in SW Riverside County. With a dynamic business environment, one of the lowest unemployment rates in the state, and a high median income. Murrieta offers its residents an exceptional quality of life in an engaged and connected community.

FLSA Status: Exempt
Employment: At-Will
Organization: Management, Professional, and Confidential Employees' Compensation & Benefits Plan
Department: Murrieta Fire & Rescue
City Council Adopted: October 20, 2026

Benefits

MANAGEMENT, PROFESSIONAL & CONFIDENTIAL
The following is a summary of the benefits provided to full-time employees in this un-represented group. For further information, please refer to the unit's Salary Resolution or Agreement.

- RETIREMENT: The City participates in the California Public Employees' Retirement System (CalPERS).

- Tier 1 (Classic Members hired prior to 12/30/2012)
  - Formula: 2.7% at 55
  - Member Contribution: 8.0% of compensation
  - Final Compensation: Highest twelve (12) consecutive month period
- Tier 2 (Classic Members hired on or after 12/30/2012)
  - Formula: 2.0% at 60
  - Member Contribution: 7.0% of compensation
  - Final Compensation: Highest thirty-six (36) consecutive month period
- Tier 3 (New Members / PEPRA)
  - Formula: 2.0% at 62
  - Member Contribution: 50% of normal cost (currently 8.0% of compensation)
  - Final Compensation: Highest thirty-six (36) consecutive month period

- MEDICAL INSURANCE: The City contributes up to $1,936.28 per month toward medical insurance for employees and their eligible dependents.
- RETIREE MEDICAL INSURANCE: Please refer to the MPC Compensation Plan for details.
- DENTAL INSURANCE: The City pays for 100% of the premium for the employee and their eligible dependents.
- VISION INSURANCE: The City pays for 100% of the premium for the employee and their eligible dependents.
- LIFE INSURANCE: The City pays for 100% of the premium for a life insurance policy equal to one time an employee's base salary. Additional life insurance is available.
- SHORT-TERM DISABILITY INSURANCE: The City pays 100% of the premium for the employee.
- LONG-TERM DISABILITY INSURANCE: The City pays 100% of the premium for the employee.
- DEFERRED COMPENSATION: Employees are eligible to participate in a deferred compensation plan through Nationwide Retirement Solutions. The City contributes a matching amount to the employee's account on a dollar-for-dollar basis, not to exceed the following amounts.
  - $3,400 per year for Department Heads toward 401a plan.
  - $3,000 per year for Managers towards the 457 plan.
  - $2,000 per year for Confidential towards the 457 plan.
- ANNUAL LEAVE AND HOLIDAYS: 168 hours of annual leave and 13 holidays annually.
- ADMIN LEAVE ACCRUAL: Department Heads and Management staff.
  - Department Heads - 120 hrs per year.
  - Management - 80 hrs per year.
- AUTO ALLOWANCE: $300 per month, Department Heads only (Exception Fire & Police Chief)
- FLEX SCHEDULE: Administrative staff currently works a 9/80 alternative work schedule. Other schedule options (5/8, 4/10) may be available based on the City's operational needs.
- SPANISH LANGUAGE PAY: 2.5% of base pay for eligible members of the association who are fluent in Spanish. Eligibility is based on business necessity.

Note: The provisions of this summary do not constitute an expressed or implied contract. Any provision contained in this summary may be modified or revoked without notice. The types and levels of employee benefits provided, including City contributions toward benefit costs, are subject to change as a result of periodic revisions to the MPC Compensation Plan and the City of Murrieta.

THE CITY OF MURRIETA ORGANIZATIONAL VALUES

Integrity

We are ethical, honest, and fair in all we do.

Public Service

We deliver responsive and caring service to our community, customers, colleagues, and region.

Professionalism

We exemplify professionalism through our knowledge, accountability, initiative, and dedication.

Teamwork

We thrive in a positive work environment noted for collaboration, support, diversity, and balance.

Leadership

We demonstrate leadership, guide stewardship of resources, and cultivate a vision for the future.

Employer
City of Murrieta

Address
1 Town Square

Murrieta, California, 92562

Phone
(951) 304-2489

Website
http://www.MurrietaCA.gov

Emergency Services Manager Supplemental Questionnaire

*QUESTION 1

The information provided in your application must support your selected answers in the supplemental questions. The information you provide will be verified and documentation may be required. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during an interview. By completing this supplemental questionnaire, you are attesting that the information you have provided is accurate. Any misstatements, omissions, or falsification of information may eliminate you from consideration or result in dismissal. Responses such as, "see resume" or "see application" will result in rejection of your application. Proof of education is required.

- ◯ Yes, I understand and agree
- ◯ No, I do not agree

*QUESTION 2

Do you possess a bachelor's degree or higher from an accredited college or university with major coursework in Emergency Management, Homeland Security, Public Administration, Fire Protection Administration, or a closely related field?

- ◯ Yes
- ◯ No

*QUESTION 3

Please indicate the years of increasingly responsible experience you possess emergency management, disaster planning, or public safety administration with a public agency?

- ◯ None
- ◯ Less than 1 years
- ◯ More than one (1) year but less than three (3) years
- ◯ More than one (3) year but less than three (5) years
- ◯ 5 years or more

QUESTION 4

How many years of experience do you have in program management or supervisory experience?

- ◯ No Experience
- ◯ Less than two years
- ◯ More than two, but less than three years

- ◯ More than three, but less than four years
- ◯ More than four, but less than five years
- ◯ Five years or more

*QUESTION 5

Do you possess a certificate of completion for FEMA Emergency Management containing the following courses: Incident Command Systems I- 100, I-200, I-300, I-400 I-700, and I-800 courses?

- ◯ Yes
- ◯ No

*QUESTION 6

Do you possess a certificate of completion for FEMA Professional Development containing the following courses; IS 120c, IS 230d, IS 235c, IS 240b, IS 241b, IS 242b, IS 244b?

- ◯ Yes
- ◯ No

*QUESTION 7

Do you possess a certificate of completion for Emergency Management (CEM), issued by the international Association of Emergency Managers (IAEM) or a comparable certification from a recognized management association?

- ◯ Yes
- ◯ No

*QUESTION 8

Do you possess or have the ability to obtain and maintain a California Driver's License ?

- ◯ Yes
- ◯ No

* Required Question